

PENN FOREST TOWNSHIP  
BOARD OF SUPERVISORS  
2010 STATE ROUTE 903  
JIM THORPE, PA 18229

**AGENDA**

February 1, 2021

The Regular Monthly Meeting of the Penn Forest Township Board of Supervisors is being held at Penn Forest Township Municipal Building, 2010 State Route 903, Jim Thorpe, PA.

**PLEDGE OF ALLEGIANCE:**

Chairman Meckes asked that all in attendance stand and recite the "Pledge of Allegiance".

**CALL TO ORDER:**

Supervisor Meckes called the meeting to order at 7:00 p.m.; Roll Call by Township Secretary.

**Members:** Roger Meckes, Chairman  
Christian Bartulovich, Vice Chairman  
Judith Knappenberger, Supervisor  
Scott Lignore, Supervisor  
Thomas Cross, Supervisor

**Office Staff:** Dana Vitale, Secretary  
**Solicitor:** Thomas S. Nanovic

**A. EXECUTIVE SESSION: To be held at 6:00 p.m. to discuss personnel & other items.**

Executive session was held on 1/19/2021 at 1:50 p.m. at the municipal building to discuss personnel issues.

**B. PUBLIC COMMENTS ON AGENDA ITEMS ONLY: (3 Minute Limit)**

**C. MEETING MINUTES:**

**(1) REORGANIZATION MEETING ON JANUARY 4, 2021**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the Annual Reorganization Meeting Minutes from JANUARY 4, 2021.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**(2) REGULAR BOS MEETING ON JANUARY 4, 2021**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from JANUARY 4, 2021.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**(1) CARBON COUNTY SAVAGES 2021 SEASON SCHEDULE (see attached) (no motion)**

**(2) PENNDOT LETTER TRAFFIC DATA FROM JAN-APRIL 2021 (not motion)**

Vendors will be collecting traffic data on municipally owned roads to be utilized by the department to complete a statewide network screening for potential safety improvements.

**(3) THANK YOU LETTER FROM DIMMICK MEMORIAL LIBRARY (not motion)**

Penn Kidder & Dimmick Libraries appreciate the continued support with the recent donations.

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 1/31/2021)**

Township General Fund:	\$ 1,760,010.02	State Liquid Fuels Fund:	\$ 116,037.90
Sanitation Fund:	\$ 226,759.75	Park/Recreation:	\$ 0.00
Septic Fund:	\$ 274,786.59	Payroll:	\$ 17,440.23
SALDO:	\$ 10,764.53	Debit Card:	\$ 3,896.55
Rent :	\$ 46.14	Fire Escrow	\$ 23,349.00
<b>TOTAL:</b>			<b>\$ 2,433,090.71</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 1/31/2021)**

Account Ending: #1841 -	\$ 3,498,122.60	(3 month CD)
#5851 -	\$ 258,712.95	(6 month CD)
#1301 -	\$ 2,046,341.28	(13 month CD)
<b>TOTAL:</b>	<b>\$ 5,803,176.83</b>	

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 1/31/2021)**

Account Ending:		
#0064 -	\$ 105,475.87	
<b>TOTAL:</b>	<b>\$ 105,475.87</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 8,341,743.41**

**1) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer’s Report for JANUARY 2021 (Subject to Audit).

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**2) PAYMENT OF THE BILLS FOR JANUARY 2021**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for JANUARY 2021.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**D. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) AMENDMENTS TO THE ZONING ORDINANCE-SHORT TERM RENTALS**

Tabled from the 1/4/2021 BOS meeting.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Attorney Nanovic to forward Ordinance to the Carbon County Planning Commission and the Township Planning Commission for review and comment.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**2) DISCUSSION- RAY PRICE FORD QUOTE- 2021 F650 DUMP TRUCK**

Ratify the motion made at the 12/7/2020 BOS meeting to purchase a 2021 F-550 Dump Truck, cost of \$87,374.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**3) DEVELOPMENT AGREEMENT- JOSEPH LASCHENSKI**

Attorney Nanovic prepared a Development Agreement for Mr. Laschenski proposed 7,500 sq. ft. building to include a contractor's office with storage, and an apartment on 4.29-acre property.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**4) QUOTE FROM WB ELECTRIC- TOWNSHIP BUILDING LIGHTING**

Outside lighting repair, total cost \$1,325.00 (see attached)

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ quote from WB Electric for lighting repair at Muni Bldg. total cost of \$1,325.00.

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**5) TRANSFER STATION PROPERTY- SUBDIVISION PLAN - NEXT STEPS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**6) DISCUSSION: TAX COLLECTOR COMPENSATION**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) DISCUSSION: SEPTIC PERMIT TRANSFER FEE & LETTER**

**2) DISCUSSION: SOCIAL MEDIA SAMPLE POLICIES**

Township Secretary obtained from PSATS a sample of polices regarding Social Media, Employee Email and other Electronic Communications.

**3) DISCUSSION: PSATS WEBINAR SUBSCRIPTION**

**4) DISCUSSION: TRANSFER STATION 2021-2022 INVOICES/PERMITS**

**5) DISCUSSION: MUNICIPAL BUILDING – POSTAGE METER (quotes received)**

**6) ACCEPT GRANICUS CONTRACT**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to\_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**F. PFT PARK AND RECREATION**

**G. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR JANUARY 2021**

**TRANSFER STATION**

**1) BULK AMOUNT for JANUARY 2021---\$ 769.00 Year to Date Total: \$ 769.00**

2019-2020 Pro-Rated Permits	(0)	.00
2019-2020 Residential Permits	(5)	250.00
2020-2021 Residential Permits	(9)	450.00
2020-2021 Commercial Permits	(0)	0.00
2020-2021 Pro-Rated Permits	(3)	79.92

**TOTAL DEPOSITS      \$1,548.92**

**2) ADMINISTRATIVE REPORTS**

**A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2021-**

**Administrative & Financial Requests: (See Attached Lists)**

**Submitted: 44 / Responded: 44/ Total Hours: 27.75 hrs.**

**Zoning & Septic Requests: Submitted: 44 / Responded: 44**

**H. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for JANUARY 2021.**

**I. PUBLIC COMMENTS – (3 Minute Limit)**

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT \_\_\_\_\_ P.M.**

**MOTION** to adjourn meeting by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_

**ROLL CALL:** JK\_\_\_\_; SL\_\_\_\_; CB \_\_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **MOTION**\_\_\_\_\_

**REMINDERS:**

- 1) The Next Regular Board of Supervisors Meeting will be held Monday, March 1<sup>st</sup>, at 7:00 p.m.***
- 2) The Park and Recreation will hold their monthly meeting on Thursday, February 18<sup>th</sup>, at 6:30 p.m. (location TBD).***
- 3) The Planning Commission will hold their monthly meeting on Monday, February 22<sup>nd</sup>, at 6:00 p.m. (If needed).***
- 4) The Township Office will be closed on Monday, February 15<sup>th</sup> in observance of President's Day Holiday. The Transfer Station will be open regular hours.***

\_\_\_\_\_  
**DANA VITALE**  
**TOWNSHIP SECRETARY**

\_\_\_\_\_  
**ROGER MECKES**  
**CHAIRMAN, BOARD OF SUPERVISORS**